

**SUNY Potsdam
Administrative Unit
Assessment Plan**

Administrative Unit: **College Libraries & Archives**

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UNIT MISSION STATEMENT

The mission of the College Libraries is to forge dynamic partnerships and empower our vibrant academic community to do thoughtful research, explore new ideas, and collaborate effectively, to achieve success at Potsdam and beyond.

GOAL #1

Focus the College Libraries & Archives to take a greater role in Information Literacy for our students and faculty.

GOAL #1 - WHAT INSTITUTIONAL PRIORITY AREA(S) DOES THIS GOAL LINK TO?

(Select all that apply)

- ☐ Retention and Enrollment
- ☐ Financial Stability and Analysis
- ☒ Academic Programs and Planning
- ☐ Strengthening Community Connections
- ☐ Diversity, Equity, Inclusion, & Belonging

Briefly describe the link between goal #1 and the institutional priority area(s) selected.

The American Library Association describes information literacy as “a set of abilities requiring individuals to recognize when information is needed and have the ability to locate, evaluate, and use effectively the needed information.” Information Literacy skills are fundamental for any student, regardless of their chosen discipline. We strive to embed information literacy skills in all general education courses (Potsdam Pathways), thus supporting academic programs. Information literacy skills in Potsdam Pathways will teach students to identify authoritative information, know how to locate appropriate sources, and use this information within their research.

GOAL #1 – DESIRED OUTCOMES AND OBJECTIVES

1. Embed a robust series of information literacy tutorials into the College Libraries web pages.
2. Create a series of student assessments or other learning tools available to all students and faculty.
3. Conduct training sessions with faculty to expand their knowledge of how Information Literacy can be embedded in their teaching pedagogy.
4. Embed a sustainable information literacy program into the general education courses (Potsdam Pathways) guided by the ACRL Framework for Information Literacy for Higher Education.

GOAL #1 – ASSESSMENT METHODS, MEASURES, AND TARGETS

1. Create information videos on wide-ranging information literacy topics (i.e. Fake News, Advanced database search techniques, plagiarism, analyzing websites, CRAAP test, etc.). Host these videos and related assessment tools within the library web site. Assess success of this target through usage statistics and feedback from students and faculty. We will create 10 information literacy tutorials on our College Libraries web pages by the end of 2023.
2. Create information literacy assessment and learning tools for students and faculty to gauge understanding of topics. Assess the success of this target through usage statistics and discussion and feedback from faculty. Create 3 assessment tools to test with students by the end of 2023.
3. Offer programs or tutorials geared for faculty about ways to use information literacy in their classes. Meet with departments at their monthly meetings. Assess success of this target through program attendance and the need to develop additional topics requested by faculty. Begin this objective in the Spring 2023 semester. Attend three departmental meetings in the Spring 2023 semester. Create one faculty information literacy session for the faculty over the summer of 2023, to deliver to faculty in the fall 2023 semester.
4. Document and publish information literacy curriculum for use within the general education (Potsdam Pathways) program. Success will be measured by class statistics, adoption of information literacy assignments within the Pathways courses, and feedback from students and faculty. We will review information literacy and ACRL Framework objectives embedded in courses we have taught during the 2022-23 year during the summer of 2023 and create a plan to move forward to embed framework goals into 10% more courses in AY2023-2024. We will focus on identifying missing framework goals and work on ways to include them in the fall 2023 courses we teach.

GOAL #2

Curate, assess, and build our physical and electronic collections for currency, representation of diverse voices, and availability of appropriate resources for online courses.

<p>GOAL #2 - WHAT INSTITUTIONAL PRIORITY AREA(S) DOES THIS GOAL LINK TO? (Select all that apply)</p> <p><input checked="" type="checkbox"/> Retention and Enrollment</p> <p><input type="checkbox"/> Financial Stability and Analysis</p> <p><input checked="" type="checkbox"/> Academic Programs and Planning</p> <p><input type="checkbox"/> Strengthening Community Connections</p> <p><input checked="" type="checkbox"/> Diversity, Equity, Inclusion, and Belonging</p>	<p>Briefly describe the link between goal #2 and institutional priority area(s) selected.</p> <p>As more classes and degree programs are offered online, the College Libraries must be able to provide appropriate electronic resources for students. DEI work involves collecting materials from underrepresented voices and providing access to books and resources that celebrate diversity, equity, inclusion, and belonging. A robust collection that includes underrepresented voices does support student success and retention by giving students library resources that show they are represented. Curating collections also involve the analysis of materials: are they out of date or do they no longer fit within the catalog of programs at the college?</p>
<p>GOAL #2 – DESIRED OUTCOMES AND OBJECTIVES</p> <ol style="list-style-type: none"> 1. Evaluate and weed the extensive collection of federal government documents. 2. Improve access to selected electronic federal and state documents and collections. 3. Conduct a complete inventory of all physical materials in Crane Library. 4. Build a contemporary book collection for our students that includes topics of BIPOC, LGBTQ+, and non-western and indigenous authors. This will include themes of racial justice, equity, and international literature. 5. Continue weeding the general collection within Crumb Library. 6. Create a student advisory group to meet to discuss library collections and materials. 7. Meet with departmental faculty to review library collections within subject ranges. In consultation with faculty, assess the current and future needs of students within disciplines and adjust collecting policies as needed. 	
<p>GOAL #2 – ASSESSMENT METHODS, MEASURES, AND TARGETS</p> <ol style="list-style-type: none"> 1. Evaluation and weeding of federal government documents continues with an analysis of currency, subject, availability of the resource in electronic format, and relevance to the curriculums offered at the college. The target will be to get the collection down to a usable size and appropriate content. We will reduce the collection by an addition 2,000 titles by December 2023. 2. Create finding tools and research guides for locating government resources in electronic format. These include LibGuides, access through Primo VE (our discovery system), and cataloging electronic materials through ALMA (our library management system). The measurement will be the creation of these access tools and usage statistics. Our goal is to create a usable electronic guide to Government Documents by December 2023. 3. Using a specific application created by Purdue, we can now use our ALMA system to complete an inventory of Crane Library holdings. This will begin in January 2023. The inventory will give us a picture of the unique resources within Crane Library and make sure that the catalog reflects what is on the shelves. Damaged or missing items may be repaired or replaced. Statistics and analytical reports will be generated through the ALMA system for this inventory. This goal will take approximately 18 months to complete. The completion of this goal will be June 2024. 4. Locating both electronic and physical materials, we seek to increase our holdings in DEIB collections and de-colonize existing collections containing racist and/or out-of-date views and assumptions. We have been weeding materials that are severely dated and contain inappropriate content for the 	

twenty-first century. This is an ongoing commitment. Measuring the progress in this objective will be through running acquisition reports and providing content-focus finding aids within our discovery system, Primo VE. We will strive to increase our collections with DEIB content by 50 titles by the end of 2023.

5. Our target is to complete an overall weeding of the Crumb Library within the next four years. The measurements and assessment for this goal will be an analytical report that shows the number of materials weeded. We are doing this analysis systematically through the collection. There are no “usable size” collection numbers, nor do we have a date by which this work will be completed. It depends on staff size and other duties during the year, such as teaching classes, reference and research consultations, and collection development work. An outside goal will be to have the first round of weeding completed by 2025.
6. With appropriate campus funding, a student advisory group will be created to advise on library collections and gaps in the collection. The outcome of this will be to add library resources that are specifically targeted by the students for the use of students. A student advisory group will be planned out during the summer of 2023 and we will launch the group in September 2023 for all students interested in joining.
7. We will hold meetings with departmental faculty, review collection reports generated by librarians, and discuss what resources we currently offer for the subject and determine if these are satisfactory or if the library needs to focus acquisition dollars to new resources. The analysis of this success will be meetings held with departments, attendance, librarian-generated subject analysis, and documented after-meeting analysis and future acquisition plans. Analytical reports by subject, keyword, or LC classification schema will also be collected. We will begin these meetings in the Spring 2023 by visiting three departments and complete these meetings by the end of 2023.

GOAL #3

Optimize our library management system (Alma/Primo) by completing the technical configuration settings. This includes creating workflows and documentation for acquisitions and invoice data, cataloging and records clean-up, terms-of-use analysis for fulfillment (circulation) services, creating reports within the analytical software to evaluate collections, and clarifying both crosswalk and trouble-shooting responsibilities and workflows for the transfer of data between other university systems and our Alma/Primo system.

GOAL #3 - WHAT INSTITUTIONAL PRIORITY AREA(S) DOES THIS GOAL LINK TO?

(Select all that apply)

- ☐ Retention and Enrollment
- ☒ Financial Stability and Analysis
- ☒ Academic Programs and Planning
- ☐ Strengthening Community Connections
- ☐ Diversity, Equity, Inclusion, & Belonging

Briefly describe the link between goal #3 and institutional priority area(s) selected.

Our new library management and discovery system went “live” in 2019. However, the pandemic and retirements delayed the full configuration and optimization of the system. Because Alma/Primo handles all areas of library operations—circulation, acquisitions, cataloging, discovery, management of e-resources, resource sharing, and analytical analysis of library resources—it is critical to complete the configuration of our system to optimize the power of this system. The complete use of the system will support analysis of library spending, support student retention, and increase DEIB initiatives through analysis of subject terminology and access of resources. This goal supports the strengthening of functions, processes, and services by allowing library staff to work smarter, not harder.

GOAL #3 – DESIRED OUTCOMES AND OBJECTIVES

Tip: Outcomes and objectives should be SMART... Specific, Measurable, Achievable, Relevant, Time-bound

1. Enter invoices into the Acquisitions system to give the library and campus a better picture of library costs and expenditures of resources over time.
2. Update Terms of Use (TOU) tables and library notifications for library materials in the fulfillment (circulation) portion of the Alma system. This will benefit students and faculty who access their records and receive overdue notices.
3. Clean up obsolete records from the system, including both cataloging records and old patron records.
4. Work with other departments to clarify crosswalk responsibilities between Alma/Primo and other campus systems. The outcome will provide a timely, regular, efficient, and accurate transfer of student data into our Alma/Primo system.

GOAL #3 – ASSESSMENT METHODS, MEASURES, AND TARGETS

Reminder: These should be aligned with the objectives being assessed. Also, consider using a combination of direct and indirect measures. Be sure to include specific targets.

1. Using Alma Acquisitions module, create workflows to enter invoices and expenditures. Create reports in Alma analytics that can be shared with administration. Target will be to have complete invoices in Alma from 2021 onwards by the end of summer 2023 and to create five on demand reports.
2. Work with our new Access Services Librarian and library staff to review TOUs (terms of use) and complete the configuration of the Alma Fulfillment module. Completing this step will result in better customer service, including SMS notifications to library patrons. The target for this work will be by September 2023.
3. Obsolete record identification and removal requires analysis of metadata within the Alma system. Using this data, we can remove out-of-date patron records and cataloging records of materials that have not been in the collections for many years. While portions of the work will be ongoing for many years, we will clean up approximately 5,000 out of date patron records and 10,000 bibliographic records by the end of 2023.
4. The successful outcome of crosswalk data will be verified with continuing and consistent successful loads of student information into our Alma/Primo system. Workflow for these responsibilities will be created by the end of summer 2023.